

LAND INFORMATION COMMITTEE MEETING
December 09, 2016

Members Present: Allen Behl, Becky Glewen, David Guckenberger, Harold Johnson, Larry Schraufnagel

Also Present: Chris Planasch, Joyce Fiacco

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

No comments were received from the public regarding committee business.

Schraufnagel motioned, second by Glewen to approve minutes from the November 11, 2016 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds November Revenue Report which included monthly Summary of Fees collected through November 2016 broken out by amounts returned to the State and amounts retained by the County in various revenue accounts. She also presented the Monthly Fees Summary Comparison reporting the previous month/last four (4) years with associated total document recordings for each prior year. 1163 real estate documents were recorded in November. Planasch reported the number of documents received was on track to meet budgeted revenues. No committee action was required.

Planasch presented the November Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 16, 1999 back to April 1, 1987 in order to complete the index for these documents. Currently, only grantor/grantees have been indexed (March 16, 1999 to January 15, 1999). Staff is verifying the imaging index for paper documents from 1974 back to 1877 having verified Volume 448 back to Volume 225. 75 volumes (Volume 560 to 635) have been imported into LandLink. Removal of confidential information from the birth records (records from August, 1964 to December 1975 remain) and marriage records (records from 1967 to 1977 remain) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. As of December 05, 2016, there were 12 subscriptions, 154 escrow accounts, and 2800 self-registered accounts in LandShark. The self-registered accounts only have access to the grantor/grantee/tract indexes on-line, not access to the document images as do the subscription and escrow accounts. No committee action was required.

Fiacco presented the November Revenue Report for the Land Resources and Parks, Land Information Division business units, reporting that budgeted revenues should be met. No committee action was required.

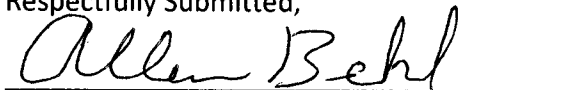
Fiacco presented a request for purchase of a Leica TS16 Robotic Total Station utilizing unexpended 2016 funds previously budgeted and available from wage/fringe benefits for the unfilled survey position. The County Administrator was consulted by Fiacco and both signed off on an intra-department fund transfer to cover the purchase. Land Information Committee approval is required to approve the purchase and the completed form with signatures of the Department Head, County Administrator, and LIC Chairman will be presented to the Finance Committee for their awareness. Fiacco provided background on a year-end opportunity to trade in the older, existing model for \$10,000 which would be applied to the purchase cost of a model four versions newer having much expanded functionality to enhance productivity and efficiency of operations. The purchase price with trade-in will be \$22,995. Guckenberger motioned, second by Glewen to approve the trade-in and purchase of the Leica TS16 Robotic Total Station. Motion carried.

Fiacco provided an update on Land Information Management System (LIMS) implementation project including recent upgrades installed. Progress is being made on open issues with the Treasurer module; tax bills successfully went out last year and the 2016 tax bills will be sent out shortly. She reported that efforts to integrate documents from the Register of Deeds TriMin application and Department of Revenue (DOR) transfer returns were successful and will reduce redundancy of data entry. She also reviewed the payment schedule for the project with final payment being withheld until satisfactory completion of a list of priority items is accomplished. She stated that a carryover request for that amount will be included in a resolution to the county board from the Department for recommendation to the County Board at their February meeting. Work has begun on data conversion for the Permit Module which is included in the 2017 Budget. No committee action was required.

Fiacco presented the November Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. No committee action was required.

Behl motioned the meeting be adjourned, second by Schraufnagel. Motion carried and the meeting was adjourned at 9:18 A.M. The next regular meeting would be Friday, January 13, 2017 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin although several potential conflicts were noted. Fiacco will contact committee members in early January to confirm the meeting date.

Respectfully Submitted,



Allen Behl, LIC Secretary

AB: jjf

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.